

**COCHIN PORT AUTHORITY**  
**TENDER NOTICE**



Phone : 0484 2666414, 2582400 **Chief Engineer's Office,**  
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Email : [ce@cochinport.gov.in](mailto:ce@cochinport.gov.in), [coptce@gmail.com](mailto:coptce@gmail.com)  
Website : [www.cochinport.gov.in](http://www.cochinport.gov.in)  
No.T6/T-2028/2024-C : Dated:18/10/2024

1. Electronic Tenders (**e-tenders**) on Lumpsum basis are invited by Cochin Port Authority from reputed contractors in Single Stage Two Cover bidding procedure [Technical Bid and Financial Bid], meeting the Minimum Eligibility Criteria specified below for the work of **“Providing Consultancy Services for Remodeling of Office Work Spaces in the New Administrative Building Of Cochin Port Authority (CoPA)”**.
2. Details of downloading / submission of Bids are as under:

Download period	From 18.10.2024 to 01.11.2024
Last date for seeking clarification	24.10.2024
Last date of uploading of Clarifications / Addendum / Corrigendum	28.10.2024
Last date and time of submission of Bid	14.30 hours on 01.11.2024
Date and time of opening the Bid	15.00 hours on 01.11.2024
Earnest Money Deposit	<b>Rs.17,600</b> furnished through Demand Draft /Pay Order / Banker's Cheque drawn in favour of Financial Adviser & Chief Accounts Officer, CoPA from any Commercial Bank in India or through RTGS/NEFT mode <b>Appendix-VII</b>
Cost of Bid Document	<b>Rs.885 (Rs.750 + 18% GST)</b> (Non refundable) furnished either through Demand Draft/ Pay Order/ Banker's Cheque drawn in favour of the Financial Adviser & Chief Accounts Officer, CoPA from any Commercial Bank in India, or through RTGS/NEFT mode. being the cost of single copy of the tender document <b>Appendix-VII</b>
Time for Completion	<b>8 (Eight) Months from the date of commencement.</b> <b>i. 2 (Two) Months for Preparation of Concept &amp; rough cost estimate and its approval from CoPA,</b>

	<p><b>preparation of working drawing, detailed estimate &amp; tender document and its approval from CoPA).</b></p> <p><b>ii. 1 (One) Months for Invitation of Tender and conclusion of Contract for execution (Will be done by CoPA).</b></p> <p><b>iii. 5 (Five) months for execution of work.</b></p>
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3. **Minimum Eligibility Criteria:**

**a) Experience**

The tenderers should have experience of having successfully completed during the last 7 (seven) years ending **30<sup>th</sup> September, 2024**, at least either:

- i) Three Similar Assignment each costing not less than **Rs.40.00 lakhs**  
**(OR)**
- ii) Two Similar Assignment each costing not less than **Rs.50.00 lakhs**  
**(OR)**
- iii) One Similar Assignment costing not less than **Rs.80.00 lakhs**

**b) Financial Turnover**

Average Financial Turnover of the tenderer over the last three financial years ending 31<sup>st</sup> March 2023 [2020- '21, 2021- '22 & 2022- '23] shall not be less than **Rs.30.00 lakhs.**

**Explanatory Notes to a) & b) :**

- i. Similar work(s) means **“Providing Consultancy Services for constructing/ renovating/ revamping /remodeling of Office buildings/ hotels/ Hospitals etc. and its supervision”**. **Total Cost of construction will be considered for evaluation**”. The experience certificate of works executed in private sectors/ organisations shall be considered for qualification, only on submission of TDS certificate (Form 26AS) along with work order and completion certificate.
- ii. Copy of completion certificates of each work issued by the employer/owner/ responsible officer of the employer/owner under whom he has executed such contract shall be attached. The certificate shall contain details of work involved specifying the nature of work, the completion cost of the work, date of commencement & date of completion of the work.
- iii. The works reckoned for the above purpose are those executed by the tenderers as prime Contractor or proportionately as member of joint venture or Sub Contractor. The Sub-Contractor shall be an authorized and approved Sub-Contractor by the Employer of the work(s) against which the tenderer has claimed his experience. The tenderer shall attach attested copy(s) of approval issued by the Employer(s) authorizing as a Sub-Contractor; in proof of the claim of the tenderer as a sub-Contractor. The tenderer is also obliged to produce the original of the certified copy(s) on request by the department.
- iv. Following enhancement factors will be used for the costs of works executed for bringing the financial figures to a common base value in respect of the works completed in the past years.

**Table 1**

Year before	Multiplying factor
One year	1.07
Two years	1.14
Three years	1.21
Four years	1.28
Five years	1.35
Six years	1.42

v. **Financial Turnover:**

In proof of Financial Turnover Audited Annual Accounts Statements (Balance Sheet & Profit & Loss Account Statement) & Turnover Certificate signed by the Chartered Accountant or IT returns duly acknowledged by the Income Tax department along with Computation Statement signed by the Chartered Accountant, for the last three years ending on 31<sup>st</sup> March 2023 shall be produced by the tenderer.

4. **Other Eligibility Considerations**

4.1 Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- i) made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- ii) record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, disqualifications/ black listing/ debarring by Govt. departments etc.

5. The Cochin Port Authority (CoPA) Administrative Building, constructed in the late 1990s, has not undergone any significant renovations since its establishment. To modernize the facility and uplift both its aesthetics and functionality, CoPA now proposes to remodel the office workspaces, excluding the Chambers of the Chairperson and Deputy Chairperson. This project aims to create a more efficient, comfortable, and sustainable working environment while ensuring compliance with current building codes and standards. The initiative will also ensure that the building aligns with contemporary design and operational needs, meeting the demands of a modern administrative setup. The CoPA intends to execute the work with the assistance of a well experienced and reputed Consultant.

6. Towards this requirement, CoPA intends to avail the services of a competent, well experienced and reputed firm with a team of multi-disciplinary professionals and proven capabilities in the field (Consultant)” for “**Providing Consultancy Services for Remodeling of Office Work Spaces in the New Administrative Building Of Cochin Port Authority (CoPA)**” (hereinafter referred to as the Assignment).

7. The detailed scope of work in the proposed Consultancy services is detailed under “**Section 2 - Terms of Reference**” of the Bid Document.

8. Bid Documents can be downloaded from the e-Tendering portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT) on the dates specified in the above table by making online requisition. Bid Document will also be available in Cochin Port website ([www.cochinport.gov.in](http://www.cochinport.gov.in)) as well as Central Public Procurement (CPP) Portal which can be downloaded for submission. The cost of Bid Document

shall be furnished in the form of Demand Draft/ Pay Order/Banker's Cheque drawn in favour of FA & CAO, CoPA along with the submission of Bid. Payment can also be made online mode (NEFT/RTGS) as per Bank details at **Appendix-VII**.

9. The Bidders need to obtain the onetime User ID & password for log-in to **e-Tendering** system from the service provider M/s. **KEONICS** by paying registration amount of **Rs.1124/-** by online payment using Credit/Debit Card/Net banking or DD in favour of "KSEDCL, Bangalore".
10. The intending Bidder must have valid Class-II or III digital signature certificate to submit the Bid. For further details and to obtain the digital signature please contact e-Tender Help Desk No.080-49352000 / 9605557738.
11. Bids shall be submitted "**online**" on the website [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT) strictly in accordance with the Instructions to Bidders and Terms & Conditions given in the Bid Document. No Bids shall be accepted off-line (Hard copy).
12. The Bidder is responsible to download Addenda/ Amendments/ Errata/ Replies to the Queries of Bidders etc., if any, issued by CoPA, from the e-Tendering Portal or CoPA website or CPP Portal before submission of the Bid. **Bids with any shortfall in submissions of the said Addenda/ Amendments/ Errata/ Replies to the queries of Bidder etc. duly signed along with the downloaded Documents while submitting the Bid, are liable for rejection. Incomplete Bid Documents may be rejected.**
13. Cochin Port Authority will not be held responsible for any technical snag or network failure during Online Bidding. It is the Bidders' responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at Bidder's premises to access the e-Tender portal. Under any circumstances, Cochin Port Authority shall not be liable to the Bidders for any direct/indirect loss or damages incurred by them, arising out of incorrect use of the e-Tender system or internet connectivity failures.
14. The complete Bid Document shall be submitted online as tender offer on or before the due date and time of submission. The scanned copy of financial instruments towards cost of Bid Document and EMD shall be uploaded with the Bid Document while submitting the Bid electronically in the e-Tendering Portal. The Bidder shall submit the originals of: (i) DD/ Pay Order/ Banker's Cheque/ proof of online payment towards (a) the cost of Bid Document and (b) EMD, (ii) Power of Attorney, if applicable, and (iii) Declaration in **Appendix IV, along with letter of submission** in a sealed cover duly mentioning the Tender No. & Tender Name, due date of opening of Bid and Name of the Bidder to the **Suptdg. Engineer-I, Cochin Port Authority, W/Island, Cochin – 682009, KERALA**, before opening date and time of the Bid. **Non submission of the original financial instruments towards the Cost of Bid Document and EMD, Power-of-Attorney, if applicable, and Declaration, within the above period leads to disqualification of Bids.** Bids received after the stipulated last date and time for receipt, due to any reasons will not be considered.
15. MSME Bidders except medium enterprises, who are registered with District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Village Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhaar Memorandum or any other body specified by the Ministry of

MSME for similar nature of works shall only be eligible for submission of Bid Document without any cost and are exempted from payment of EMD. They are required to submit documentary proof of such registration along with the offer, for claiming the available exemptions and a scanned copy of Exemption Certificate duly notarized shall be uploaded in the e – Tender Portal. If the Registration Certificate does not pertain to Relevant Services of this Assignment, the Bid will be rejected.

16. The undersigned reserves the right to reject/cancel/postpone any one or all Bids at any stage of the Bid, which will be binding on all Bidders.

**Sd/-**  
**SUPTDG. ENGINEER-I**  
**COCHIN PORT AUTHORITY**